

# MANAGEMENT NOTICE

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 27-13

OPEN TO: All Interested Candidates Within and Outside the Mission

POSITION: Accounting Technician

OPENING DATE: August 30, 2013

CLOSING DATE: September 13, 2013

WORK HOURS: Full-time; 40 hours/week

GRADE: \*Not-Ordinarily Resident: FP--07 (To be confirmed by Washington)

\*Ordinarily Resident: FSN Grade 07

The United States Embassy in Freetown is seeking an individual within and outside the Mission for the position of Accounting Technician. The position is located in the Financial Management section and reports to the Financial Management Specialist.

## **FUNCTIONS OF THE POSITION:**

Maintains official accounting records (ledgers, journals, and registers) and prepares related financial reports. Reviews and, as appropriate, records all financial transactions from a wide variety of documents, such as purchase orders, work orders, vouchers, journal vouchers, transfers between appropriations, liquidation reports, and travel authorizations. Codifies a wide variety of obligating documents by type of expense, after determining that each obligation is valid and that funds are available.

Periodically reconciles general subsidiary accounting records, computes totals, and develops and prepares official monthly, quarterly, and annual reports by allotment and sub-object status. Prepares detailed worksheets of unpaid (delivered or undelivered) orders, pre-payments, accruals, and other categories required for reports.

Performs other financial related duties including the following: Maintain accounts receivable file of amounts due from employees to the U.S. Government and follow up on regular schedule to make collections; answers queries from supported agencies; maintains file of obligation documents and liquidations; and prepares recurring and special reports as required.

Reviews and prepares utility bills for completeness, disseminates to employees for payment and files budget documents. Ensures all bills/invoices received or collected from utilities Vendors and other sources are recorded and stamped with date stamp for tracking. Must be able to detect discrepancies and rectify with staff or vendor.

Checks telephone bill computation for accuracy and correctness. Ensures that invoices/bills are in compliance with the terms of the utility contract of USG policies.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- 1. Education:** Completion of secondary school education plus two or more years of business, technical, vocational, or college study in accounting or auditing is required.
- 2. Experience:** Three years of progressively responsible experience in clerical accounts maintenance, bookkeeping, or related accounting technician work is required.
- 3. English Ability:** Level 3 (good working knowledge) of spoken and written English required.
- 4. Other Criteria:** Thorough knowledge of financial policies, procedures and systems in allotment, accounting and cashiering. Sound knowledge of accounting principles, techniques in allotment bookkeeping, reconciling, closing documents, obligations and disbursement of accounts operations. Must be able to acquire knowledge of Foreign Affairs regulatory manuals and the Department of State financial policies within a reasonable period of time. Thorough knowledge of Windows, Word, and Excel programs.
- 5. Other Skills:** Ability to relate funds management with mission programs and projects affected by varied transaction documents, accounting codes and account structures. Must be able to outline detailed procedures for setting up and liquidating obligations. Must demonstrate tact and be able to explain clearly and convincingly, the rationales for allowable and non-allowable conditions relating to accounting documents. Ability to prepare accurate accounting reports.
- 6. Interpersonal skills:** Good Interpersonal relationship skills to ensure team work with colleagues.

## **SELECTION PROCESS:**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) or
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION TO**

The Human Resources Section  
(Application for Accounting Technician)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076/022-515-075 or  
send via e-mail to [HRFreetown@State.gov](mailto:HRFreetown@State.gov)

NOTE: Only short listed applicants will be contacted.

## DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;

- Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

- Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFM for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 13, 2013

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.